



## PREPARING FOR A FIRE SAFETY & EMERGENCY EQUIPMENT INSPECTION

The following is a list of code requirements that will be checked during an inspection. This list includes the most common code violations; however, this list is not intended to be a comprehensive list of all fire code provisions.

### Fire Service Access

- Address numbers are visible from the street and a minimum of four inches tall.
- Fire lanes are clear of any obstruction.
- Key Boxes are required for all occupancies that have a central station fire alarm installed. Please have any updated keys available to be installed.
- There is 3 feet of clear space around fire hydrants and fire department connections.

### Means of Egress/Exits

- Exits are required to be easily recognizable and are not permitted to be obstructed (including the accumulation of snow and ice).
- Lighting is required for corridors, stairways, and exterior exit ways
- Manual operated surface bolt locks are not permitted
- The unlatching of any door shall not require more than one operation.
- Exits and exit access doors shall be marked and readily visible from any direction of egress travel.
- Exit signs are required to be illuminated at all times.

### Fire Protection

- Self-closing fire-rated doors are not permitted to be blocked open unless controlled by the fire alarm system.
- Fire-resistance rated walls and ceilings are required to be maintained.
- Sliding and rolling fire doors require an annual inspection by a certified agency.

### Fire Protection Systems

- Fire detection, alarm, and suppression systems shall be maintained operational.
- Fire extinguishers are required to be in an approved cabinet or installed on a hanger.
- Fire extinguishers are required to be visible and accessible.
- Provide documentation that fire extinguishers, automatic sprinkler systems, and fire alarm systems have been serviced annually.
- Provide documentation of kitchen hood suppression system six-month service.
- Provide Cooking Class K extinguisher within 30 ft of cooking equipment involving vegetable or animal oils and fats or solid fuel cooking appliances.
- Provide documentation of annual maintenance and flow testing for all private fire hydrants and private fire mains.

### Electrical

- Maintain clear access to the electrical panel: at least 30" wide, 36" in front, and 78" high.
- Extension cords shall not be a substitute for permanent wiring.
- Powerstrips that are polarized or grounded and equipped with overcurrent protection listed in accordance with UL 1363.
- Power strips, extension cords, or any other electrical cord shall not extend through walls, ceilings, floors, under doors, or floor coverings or be subject to damage.
- Extension cords must be plugged directly into an approved receptacle, power tap, or multiplug adapter.
- Electrical cords must be maintained in good condition without splices, deterioration, or damage.
- Electrical outlets, switches, and junction boxes are required to be appropriately covered with plates.
- Electric panel breakers are required to be accurately labeled.

### Housekeeping

- Combustible materials in buildings are required to be maintained in an orderly manner.
- Maintain storage a minimum of 2 feet below the ceiling in non-sprinklered buildings and a minimum of 18 inches below sprinklers.
- Storage of combustible materials is not permitted in exits or exit enclosures, boiler rooms, mechanical rooms, or electrical equipment rooms.
- Storage of combustible materials in the attic, under-floor, and concealed spaces is prohibited unless it is protected by 1-hour fire-resistive construction.
- Materials susceptible to spontaneous ignition, such as oily rags, can only be stored in a listed disposal container. (self-closing lids)
- Storage of dumpsters in buildings or placed within 5 feet of combustible walls, openings, or under roof eaves is not permitted.
- Compressed gas containers such as CO<sub>2</sub> and helium are required to be chained to prevent tipping.